TIME STATEMENT_MASS PRINT

Trigger: Agency has a requirement to print time information (time statement).

Business Process Procedure Overview: The preferred method for printing time statements is through Employee Self Service (ESS.) This transaction allows for central printing of the time statement for users who are not able to print and for agencies that will initially print this statement. A designated agency user will be able to print the time statements for a group of employees.

Tips and Tricks

- Pre definition of a group of people for whom the time statement is to be printed is very important. This pre definition can be in the form of an Organizational Unit or Personnel Number.
- In order to print time statements for your Organizational Unit, or for your group of employees, you must have the required authorization.
- Additional knowledge of the Agency's Organizational structure/units and its relationship with individual personnel will be very useful.

To print time statements, it is important to understand the definitions of the above selection field/parameters.
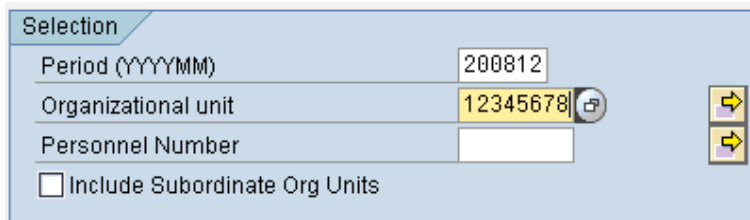
- **Period**- Period is the calendar month for which time data is to be included on the time statement. Before a time statement is printed, it is important that all time data has been entered and approved for that period and that Time Evaluation has run for the period.

- **Organizational Unit** – Using Organizational Unit the local HR representative will be able to print the time statements for all employees under their Organizational Unit (that are in positions that belong to that particular Org Unit). The Agency HR should communicate to each of their HR representatives the Organizational Unit(s) for which they will be responsible for printing time statements.

  NOTE: Organizational Unit is a master data field and each employee is assigned to a specific Organizational Unit. Each local HR representative will be able to maintain documentation for their assigned organizational units.

Please note the following:

1. There is a checkbox underneath 'Personnel Number' that allows you to **include** subordinate Organizational Units (checkbox selected) or to **exclude** subordinate Organizational Units (checkbox deselected) when you print the time statements. By **default** this checkbox is selected so that if you enter a value in the Organizational Unit field it will include all the subordinate Organizational Units.

2. This allows flexibility when selecting the group of employees for which you want to print time statements.

3. Examples of how the selection options can be used:

   - **Print time statements for employees in a single Org Unit A (the 8 digit number for this Org Unit is 12345678).** If you have 10 employees that belong to Org. Unit A and you want to print their statements you will enter the number of this one Org Unit, **deselect** the checkbox so that no subordinate Org Units are included and print the statements. See screen print below:
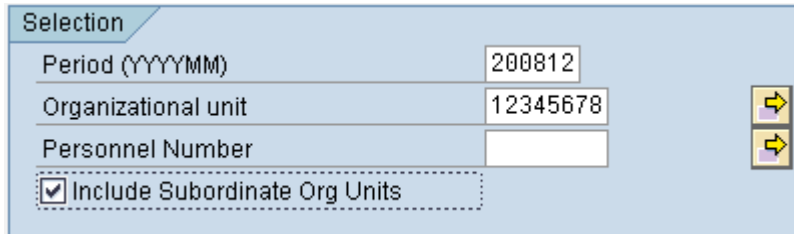

   If you do not know what the 8 digit number for the Org Unit is you can use the search button next to the Organizational Unit field to look this number up. Click on the button, drill down in the structure until you find the Org Unit you are looking for, select and double click and the number will be pulled into the field.

- **Print time statements for employees in a number of Org Units where there is a hierarchical relationship with subordinate units**. In this example Org Unit A is the highest Org Unit in the hierarchy (10 employees) and Org Unit B (6 employees) and C (5 employees) both report to Org Unit A. To print time statements for all 21 employees you will enter the number for Org Unit A in the Organizational unit field, **select** the checkbox to **include** subordinate Org Units and print the statements. See screen print below:

Selection	
Period (YYYYMM)	200812
Organizational unit	12345678
Personnel Number	
☑ Include Subordinate Org Units	
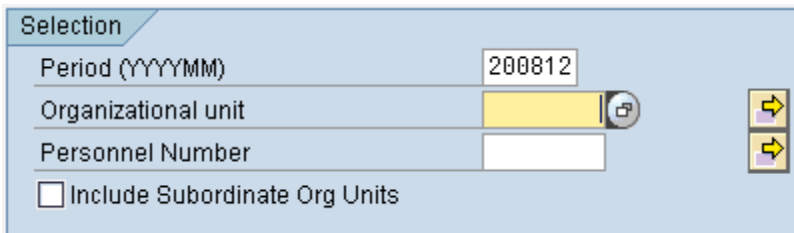
  NOTE: The Time Statements will print out sorted by Personnel Number, regardless of how many Org Units are included.

- **Print time statement in a number of Org Units that are not related via a hierarchy.** You may have a situation that you want to print statements for employees that belong to Org Units in separate areas of your organization. If you have this requirement you can select individual Org Units and print statements for the employees that belong to these Org Units. Say you have Org Unit Z (10000001), Org Unit Y (10000002) and Org Unit X (10000003) but they do not report to each other. You can still print statements for the employees that belong to these org units by entering the org units separately in the selection screen as follow:

Complete the Period field and deselect the checkbox to include subordinate Org Units. See screen print below:
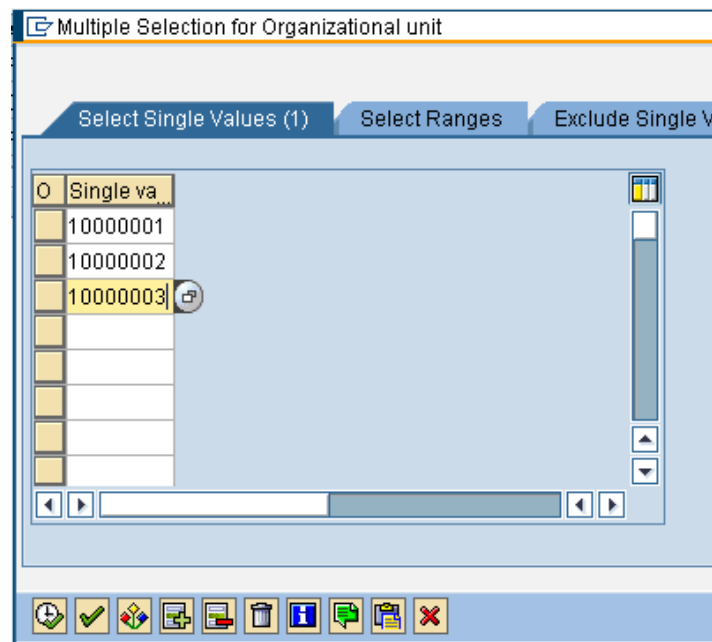
Selection	
Period (YYYYMM)	200812
Organizational unit	
Personnel Number	
☐ Include Subordinate Org Units	

Click on the ⇨ button next to the Organization unit field and enter the Org Unit numbers in the screen that displays as shown below (This screen should contain all the Org Units numbers you want to select):

NOTE: You may also search for Org Units by clicking on the ⬚ button and then drill down in the Org Structure until you find the Org Unit(s) you are looking for. Simply select such an Org Unit by double-clicking on it.

Step 3: Click on the copy ⬚ button to return to the previous screen. You will notice that the 'multiple selection' ⬚ button now looks as follow ⬚ - which shows you that you have selected more than one Org Unit:

Multiple selections (active)

- **Personnel Number** - This is the lowest level of selection parameter for time statements. Time statements can be printed for an individual employee or for a group of employees as shown below.

Examples of how the Personnel Number field can be used to print time statements:

- **Print a time statement for a single employee.** After you have entered the Period field you can just enter the personnel number for the particular employee directly into the field and then proceed to print the time statement. If you need to search for the Personnel Number there is a search help feature you can use, following the steps described below,

Click on the button next to the Personnel Number field (if you do not see this button just click in the Personnel Number field and it will display). You will see the next search help screen:

This screen offers several options to search for an employee, represented by several different tabs ‌[Last name - First name]‌ at the top of the screen. The most frequently used options are the one shown here (using the Last name and First name fields) and the other option is to search by ‌[Organizational assignment]‌ (organizational assignment) - shown later.

Enter the Last name / First name and click on the ‌✔‌ button. You will get a list of all the employees with the last name 'Doe' and the first name starting with a 'J' (in this example there was only one hit)

Select the appropriate employee by double clicking on the name in the list (You can also select the employee with a single click and then click on the ‌✔‌ in the example below:

The system will enter the selected Personnel Number in the field and you are now ready to print this individual's time statement.

- **Print a time statements for a group of employees using the Personnel Number field and a series of selection options.** If you want to select a very specific group of employees in your organization (other than in a particular Org Unit or Units) you can use other selection options that are to be found in the Search option next to the Personnel Number field. To do this complete the following steps:

Complete the Period field and deselect the checkbox to include subordinate Org Units. See screen print below:

Click on the 🔄 button next to the Personnel Number field and then on the Multiple selection.. button at the bottom of the pop-up screen that displays (see below):
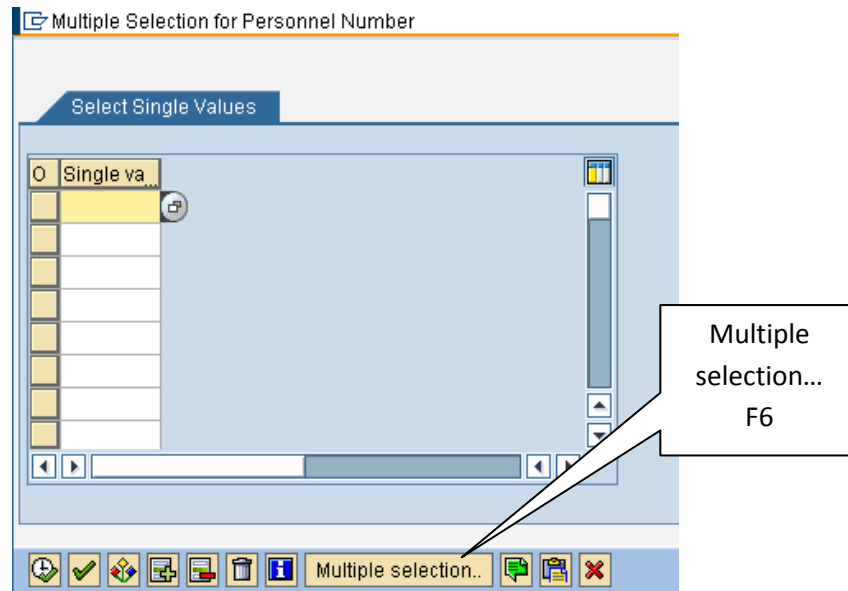
In the following screen click on the 'Organizational assignment' tab and use the fields (selection options) on this screen to narrow down / select the group of employees you want to print statements for, e.g. employees in a certain employee group or employees in a certain Payroll Area or a combination. In this example I have selected all the employees in Personnel Area 1401 (OSC), in Payroll Area 01 (Monthly) whose Last Name begins with a 'W':

Click on the ✓ and you get a list of these employees upon which you can select some or all of them.

NOTE: Only use this option when there is a need to print time statements for a **limited number of individual employees**. The Personnel number will be required in order to print a time statement for that individual.

Required and **optional** fields:

Field Name	Description	R/O/C	Values
Period	Period is the calendar month for which you want to see time data. Before a time statement is printed, it is important that all time data has been entered and approved for that period and that Time Evaluation has run for the period.	R	Enter value in Period. **Example:** 200812
Organizational unit	Organizational unit is master data field and each employee is assigned to a specific organizational unit. Each local HR representative will be able to maintain documentation for their assigned organizational units.	R	Enter value in Organizational Unit **Example - 70227938**
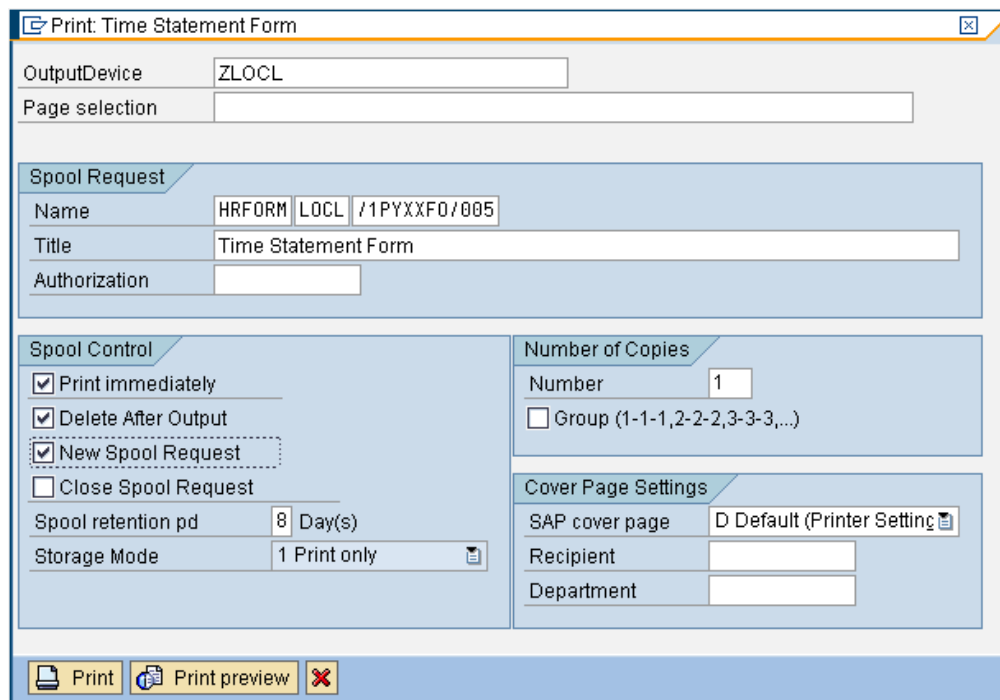
Personnel no.	This is the lowest level of selection parameter for time statements. Time statements can be printed for an individual employee or for a group of employees as below.	R	Enter Value in Personnel No. (Orbit no.) Example - 1501777

NOTE- You cannot enter values in both the Organizational unit and personnel number fields. The system will give an error message if both values are entered. Only use Organizational unit as provided by your HR office.

Press **ENTER** or Click **Enter** ✅ button.

The system validates the values you have entered. If there are any errors in your selections, review the selected values for each field and if values are correct, contact your Agency HR technician.

Click **Execute (F8)** 🔄 button and wait until printer selection screen is displayed as shown below.
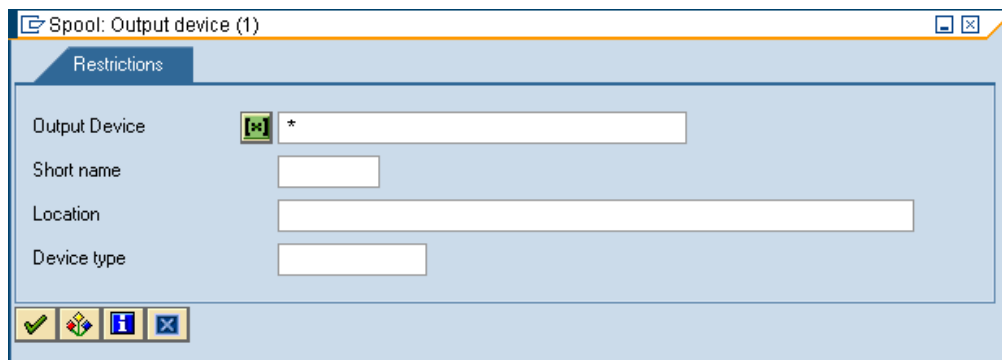
Information:

> Most of the values for the above selection are populated automatically based on the settings prepared for you by selecting the printer (e.g. ZLOCL = local printer set for you in Beacon). NB – Must be ZLOCL (LOCL does not print correctly)
>
> NOTE to DOC and DHHS (for printing of large quantities of time statements to Mainframe Printers).
>
> Please follow the following steps to select the correct printers for mainframe printing (do not use ZLOCL):
>
> 1. Click on the drop-down next to the 'Output Device' field:
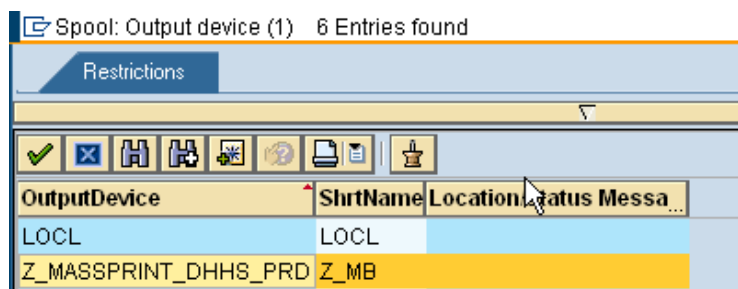
> 1. Put a * in the Output Device field and click on .
>
>   You will see a list of available printers:

> 3. Select the appropriate printer from the list:
>   (for DHHS = Z_MASSPRINT_DHHS_PRD and for DOC = Z_MASSPRINT_ITS_PRD)
> 4. Click on the 'copy' button:

You have selected the correct printer for Mass Printing to the Main Frame.

B) The above example shows the process to use for large quantity print (over a hundred time statements). You will select print and then release it from the print spool which will be shown on the following pages. However if you only have a few statements to print, check the Print immediately box under Spool Control in this pop up spool window. The statements will go directly to the printer and you are finished.

6. Click **Print** button.

Once you click print button, you will get the following screen:

7. Choose the "System" option from the top menu bar.
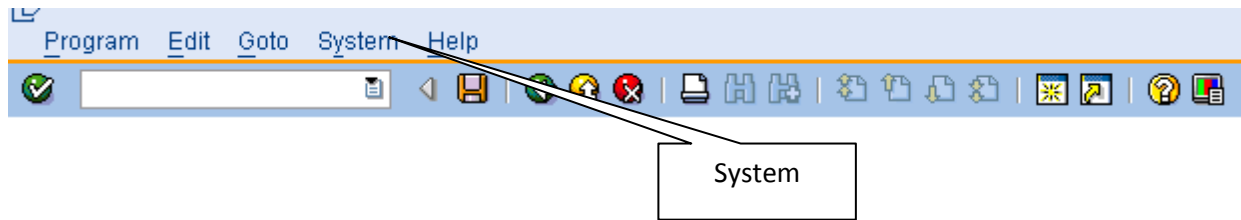
System

Mass Print of Time Statements
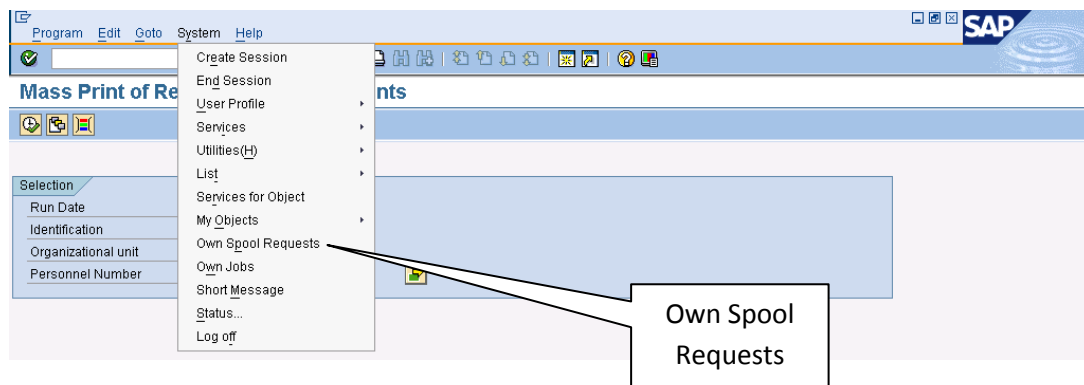
Own Spool Requests

8. Choose "Own Spool Requests" option under system menu to get the following screen:
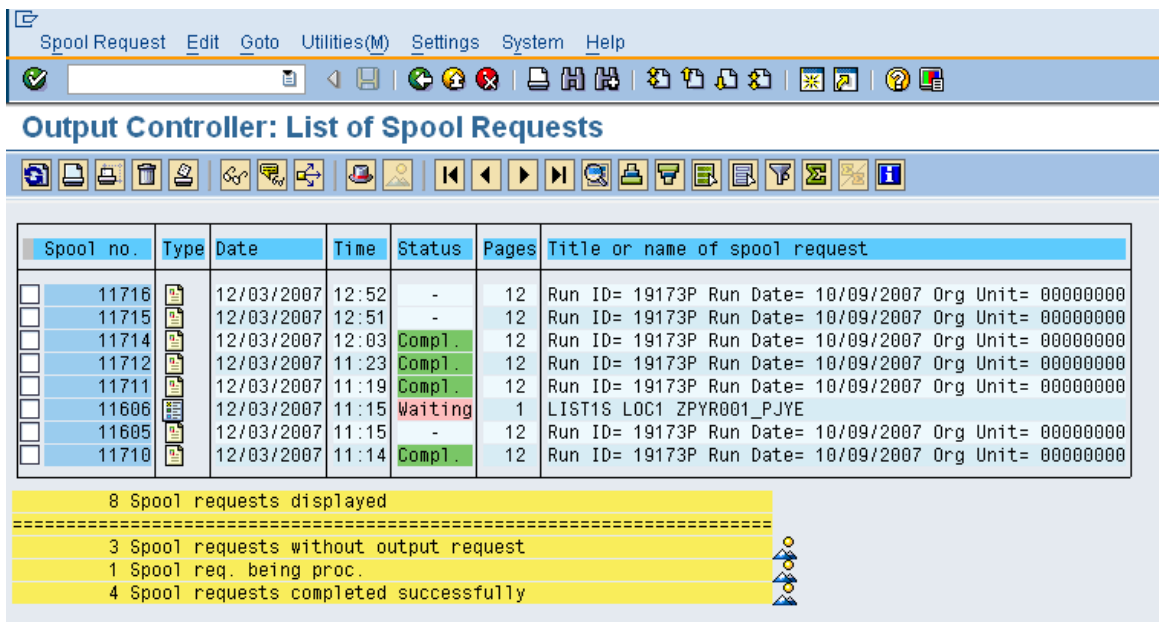
Information:

Check the date and time for the appropriate print file. Select the item that looks like a document icon under TYPE. This will allow you to review the documents in the print spool as shown on the next few pages. Select the box next to the spool request and select the print icon to print the documents.

Print Preview of ZLOCL Page 00001 of 00010

9. Click Next Page (Page down) button.

Print Preview of ZLOCL Page 00002 of 00010

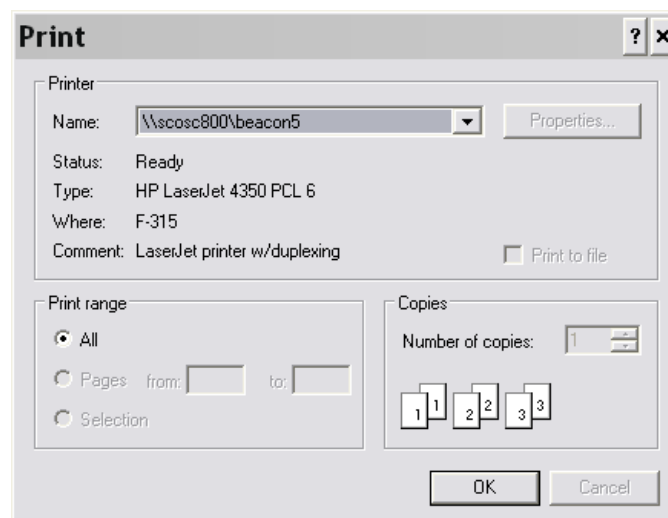10. Click **Back (F3)** button to go back to spool list as below,

Output Controller: List of Spool Requests
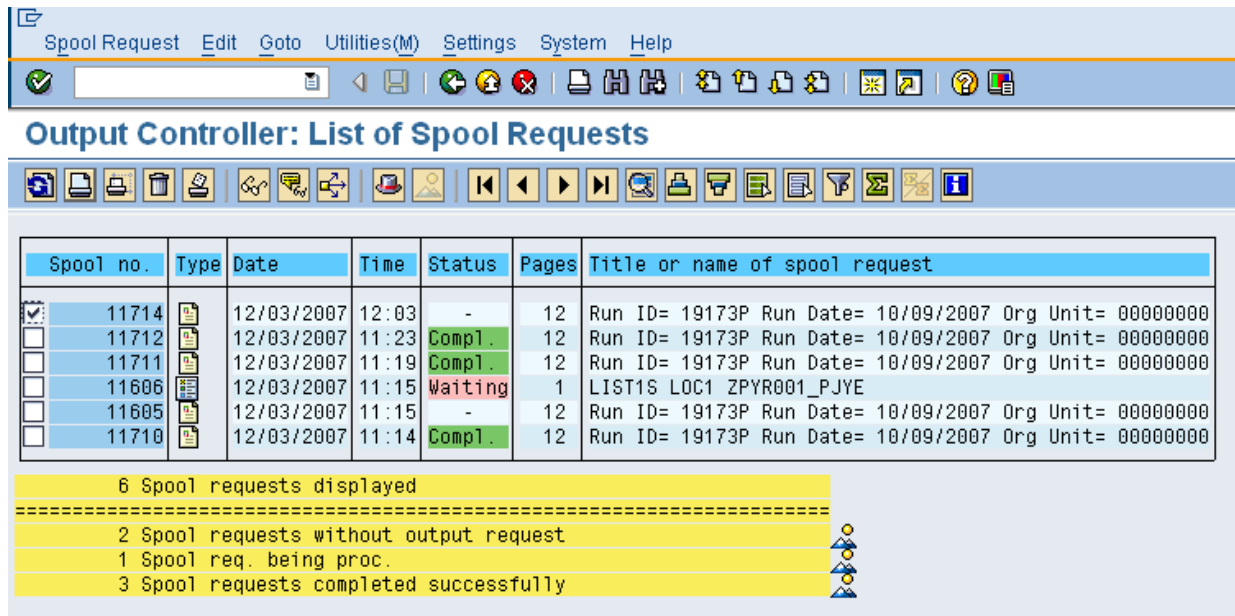
11. Click Spool no. checkbox, example ☐ 11714.

12. Click print icon **(or Ctrl+Shift+F8)** 🖨.

Print

NOTE:- A Printer (name) will be automatically selected if user has a default printer set (Make sure this is the correct printer.)

13. Click OK OK button.

Output Controller: List of Spool Requests

14. Click **Back (or F3)** button.

The system task is complete.

SORTING

The program will sort the time statements using the **personnel number** of the employees selected. It will not sort by Org Unit if multiple Org Units are selected.

Setting up and using variants for Mass printing purposes:

A. Setting up the variant:

> **STEP 1**: Once you have gathered the data you want to use for printing the time statements in your Agency you enter it into the selection screen (after you have entered T-Code ZNCTIME).

> In the example below you have decided you want to print the time statements for all employees in Org Unit (# 12345678 and all the subordinate Org Units). You have also determined the Period, namely 200812:

Time Statement Print

Selection

Period (YYYYMM)	200812
Organizational unit	12345678
Personnel Number	

☑ Include Subordinate Org Units

STEP 2: Since you will always be printing the time statements for all the employees in this Org Unit (# 12345678 and all its subordinate Org Units) you want to **save these values as a variant** so that you do not have select these values every time you run the report. To do this, click the button at the top of the screen. The following screen will display:

Variant Attributes

Copy Screen Assignment

Variant Name	
Meaning	

☐ Only for Background Processing
☐ Protect Variant
☐ Only Display in Catalog
☐ System Variant (Automatic Transport)

Scrn Assignm.

Created	Selection Scrns
☑	1000

Objects for selection screen

Selection Scrns	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required field	Selection variable	Option	Name of Variable (Input Only Using
1,000	Period (YYYYMM)	S	☐	☐	☐	☐	☐	☑			
1,000	Organizational unit	S	☐	☐	☐	☐	☐	☐			
1,000	Personnel Number	S	☐	☐	☐	☐	☐	☐			
1,000	Include Subordinate Org Units	P	☐	☐	☐	☐	☐	☐			

Now you have to enter the Variant attributes so that you (or other co-workers) will recognize this variant in future when they want to use it. You have to complete the following fields:

1) Variant Name (Use a naming convention for your agency / group)

2) Meaning (Give a description of the content of the variant)

NOTE: Since the Period field in the report is **required** you have to complete it to save the variant. But since this field will **change** every period you will need to remember to update this value each time you run the program.

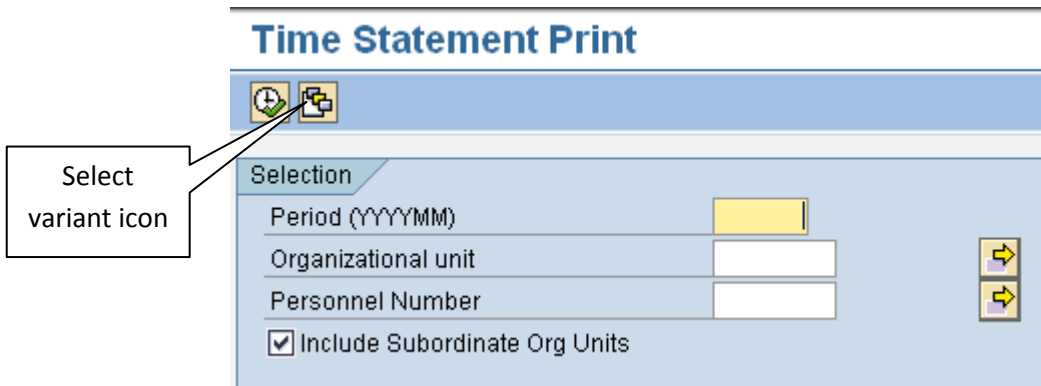**STEP 3:** Complete the Variant Name and Meaning fields, and click the button again.

STEP 4: You will get a message at the bottom of the screen that the variant (Name) has been saved.

B. Using the variant:

Next time you want to use this variant to print time statements you can access it as follows:

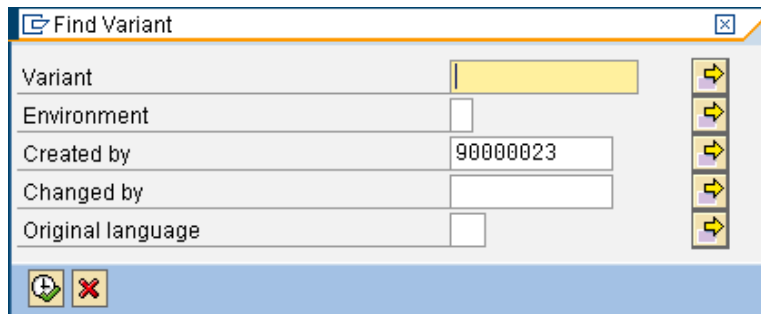> **STEP 1**: Enter T-Code ZNCTIME to a start the program. On the first screen you will see this icon [icon] .

Time Statement Print

Select variant icon

Selection

Period (YYYYMM)

Organizational unit

Personnel Number

☑ Include Subordinate Org Units

> **Step 2:** Click on the 'Get variant' [icon] icon. The next screen will display:

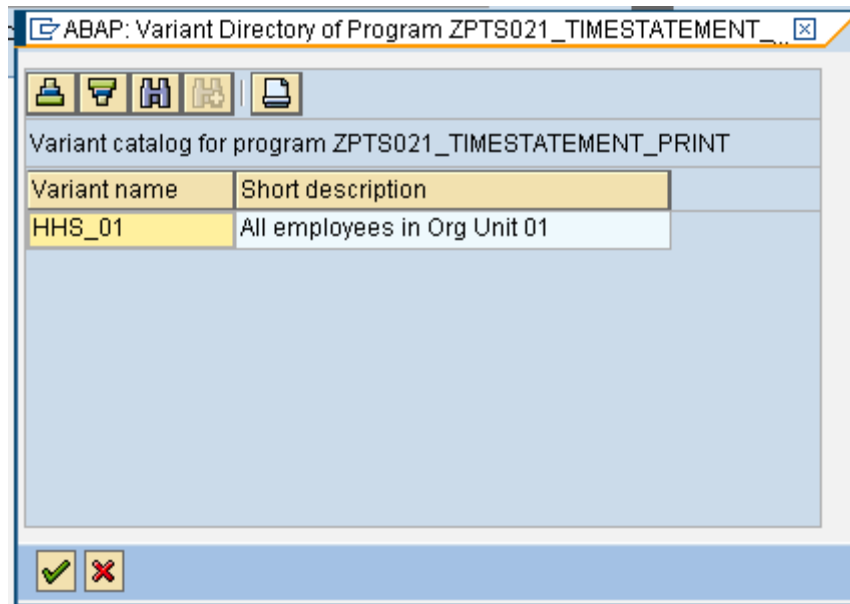Find Variant

Variant	
Environment	
Created by	90000023
Changed by	
Original language	

> The field 'Created by' will contain the User Name of the person who logged in to SAP to execute the program (in this example it is 90000023). If you want to see the variants that this person has created you will simply click the [icon] button. However, if you want to see ALL the variants you have to remove the User Name as it acts as a filter. That way you will see variants created by other users as well.

> **STEP 3:** Click the [icon] button and you will see a list of all existing variants:

You can see the variant that we saved at the top of this list (you may have to scroll down to find your variant if there is a long list).

STEP 4: Select the variant by clicking on it (will highlight in yellow), and then click [✓]. The values you have saved will default into the selection screen – see below:

Note how the first field defaults to the current period, but the Org Unit field contains the value we selected and the checkbox to include subordinate Org Units is also selected.

All you have to do is to enter the appropriate Period and you are then ready to print the Time Statements.